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## Employment Subgroup Meeting Notes

**TO:**

Employment Subgroup Members

**FROM:**

Nancy Hewat, Public Policy Associates

**SUBJECT:**

Employment Subgroup Meeting Notes,  
November 18, 2008

**DATE:**

November 18, 2008

### *Attendees*

- Janet Howard
- Camille Price
- Susan Hornfeld
- Galyn Barnum
- James Bunton
- Pat Caruso

- Jim Yarbrough
- Alysia Babcock
- Tom Kimball
- Nancy Hewat
- David McConnell

Public Policy Research,  
Development,  
and Evaluation

### *Discussion Items*

- Review of Action Plan
  - Nancy Hewat developed the Action Plan from the discussion that the group had on October 15, 2008.
  - These are tasks that can go on concurrently. Some of the findings will feed into several of the activities further down in the Action Plan.
  - There is overlap with many of these actions.
  - These are things that might work well if there are teams of people working on them.
- Review of Action Plan Tasks
  - The first action on the plan, recruiting additional members, has already begun.
    - ◆ We now have representatives from AARP and DOC.
      - There still needs to be someone from transportation. We have been promised that there will be a staff person from MDOT available to work on the transportation issue.
    - ◆ Other members will be invited to participate as they are identified through our discussions.

Jeffrey D. Padden  
President

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- Building a knowledge base
  - ◆ PPA will be able to help with the research on this task.
  - ◆ Much of the information is out there, but it just hasn't been pulled together.
  - ◆ This may involve contacting different places to pull together detailed information.
  - ◆ This task is mainly about gathering information about systematic issues.
    - Could be something like looking at comprehensive strategies which have been used, and also which funding streams have been used to implement those strategies.
    - There will be some identification of gaps as well.
  - ◆ James Bunton, indicated that Michigan Rehabilitation Services may already have people working on this.
- Creating an asset map
  - ◆ This could consist of identifying all of the funding streams that agencies might not be aware of.
  - ◆ Some of the results of the other tasks will help in the development of this work.
- Identifying and addressing other barriers
  - ◆ One thing to think about is that sometimes the information can come from talking to the people involved in the program to find out what needs and concerns they have.
    - JB has found this to be the case when working with MPRI and JET.
    - It might be possible to talk to DHS and see what sort of access we can get to customers to determine what their needs are.
  - ◆ Each person in the workgroup could create a list of barriers.
    - Some of these will be barriers that can be overcome and some will not.
  - ◆ There needs to be further group discussion to get all perceived barriers out on the table. From there we can begin to determine which are supported by evidence and which are popularly held beliefs.
- Expanding and strengthening provider networks
  - ◆ James Bunton, indicated that Michigan Rehabilitation Services may already have people working on this as well.
  - ◆ Susan Hornfeld is interested in working on this task.
- Developing strategies for consumer outreach
  - ◆ Some people might not even be aware of all the services available, so this might include strategies for making people aware of the things that they might take advantage of through the various agencies.
  - ◆ We will need some further clarification on the goals of this task.
    - In the October 15<sup>th</sup> discussion there were a few target audiences identified. This component is building that out further to identify what would need to happen. Creating the strategy.
  - ◆ Camille Price and Alysia Babcock have volunteered to work on this task.

### ***Tasks Completed***

- Brought in people from other organizations to help with the strategic issues.

- The Action Plan was reviewed.
- Decided to discuss further the tasks of building a knowledge base, creating an asset map, and expanding the provider networks at the next meeting.
- Susan Hornfeld volunteered to work on the provider networks piece.
- Camille Price and Alysia Babcock volunteered to work on the consumer outreach task.

### ***Tasks Assigned***

- Anyone who has something that they want on the agenda for the next meeting should get that information to Nancy Hewat.
- Might be helpful to have each of the bullets from the October 15 meeting more defined. Nancy Hewat will take a crack at it, ship it out to everyone by e-mail. Then, everyone can look at it, add to it and send it back.
- James Bunton will write a paragraph to summarize the idea of getting consumer feedback to inform our efforts.

### ***Next Meeting***

- TBD
  - Would like it to be a face to face meeting, possibly in Lansing.
  - We will use [www.meetingwizard.com](http://www.meetingwizard.com) for scheduling.